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GHEGAN'S
UNIVERSAL SYSTEM OF
GENTLEMANSHIP.

REVISED EDITION.

JOHN GHEGAN.
38 MURRAY ST., N.Y.

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POSITION.

The left side should slightly incline toward the desk, avoiding contact with it; the left forearm and book parallel with front edge of desk, forming a right angle with the right arm, which should support its own weight upon the muscular swell of the forearm. Sit nearly erect and place the feet firmly upon the floor.

PEN HOLDING.

Hold the pen lightly between the thumb and first and second fingers, at about $\frac{3}{4}$ of an inch from the point—the side of the penholder touching the second finger at the nail, and crossing the forefinger immediately forward of the knuckle joint—the thumb slightly bent, partially under and touching the penholder opposite the middle of the first joint of the forefinger. The extremity of the holder pointing toward the right shoulder, the hand resting on the tips of the third and fourth fingers, which are drawn under sufficiently to act as a movable rest; the wrist slightly raised above the desk. The hand and arm should then assume a slightly arched position from the finger tips to the muscular rest of the forearm.

PRINCIPLES.



The principles are named in their order, *Straight Line*, *Right Curve*, *Left Curve*, *Extended Loop*, *Capital Stem*, *Inverted Oval*, *Direct Oval*. There are also short turns, at the top or bottom of letters, or distinct parts of letters, which serve to connect the principles, and they are named *upper turns* or *lower turns* correspondingly to the position they occupy.

DEFINITIONS.

The *Base Line* is the line upon which the writing rests.

The *Head Line* is the line to which the short letters extend.

The *Upper Extension* is the limit to which the longest letters extend upward.

The *Lower Extension* is the limit to which the long letters extend downward.

SLANT.

All of the small letters except *c*, *e*, *o* and *s* have straight lines made downward upon a slant of 52° with horizontal line.

This is called the *Main Slant*. The connecting, initial and terminating lines are made upon an angle of 30° with horizontal line, called *Connecting Slant*, except in the small letters *b*, *o*, *v* and *w*, the connecting lines of which are nearly horizontal.

SPACING—HEIGHT—WIDTH.

The small *i* is the unit for measuring the height of letters and their parts.

The distance between the straight lines of small *u* is the unit of width which is about three-fourths of that of a space in height.

The distance between the small letters in a word is one and one-fourth spaces of width.

All small letters begin at base line and terminate at headline.

Each succeeding word begins directly under the terminal point of the preceding word.

HEIGHT.—The letters *a*, *c*, *e*, *i*, *m*, *n*, *o*, *r*, *s*, *u*, *v*, *w*, *x*, are called *Short Letters*, and are one space in height, except *r* and *s* which are one and one-fourth spaces.

The letters *d*, *p*, *q*, *t* are called *Semi-Extended Letters*; of these *d*, *p*, and *t*, extend two spaces above base line, and *p* and *q* extend one and one-half spaces below.

The letters *b*, *f*, *g*, *h*, *j*, *k*, *l*, *y*, *z*, are called *Extended Letters*; of these *b*, *f*, *h*, *k*, *l*, extend three spaces above base line, and *f*, *g*, *j*, *y*, *z*, extend two spaces below.

The lines forming the upper loops cross one space above the base line and the lines forming the lower loops cross on the base line.

WIDTH.—The letters *a*, *d*, *g*, *h*, *k*, *n*, *p*, *q*, *u*, *y*, are one space in width; the letters *b*, *c*, *f*, *j*, *l*, *o*, *r*, *s*, *v*, *x*, *z*, are one-half space in width; the letter *e*, one-third space; the letter *w*, one and one-half spaces; the letter *m*, two spaces.

ANALYSIS.

The letter *i* consists of right curve, uniting angularly to straight line, which unites with short turn, to right curve. It is finished with dot one space above and in line of slant of the straight line of the letter.



The letter *u* consists of the three lines of *i* with a repetition of the last two lines.



The letter *e* consists of right curve, upper turn, left curve, lower turn, and right curve, loop crossing one-third space from base line.



The letter *c* has right curve, slight dot, short turn, left curve uniting with first at half the height, lower turn and right curves.

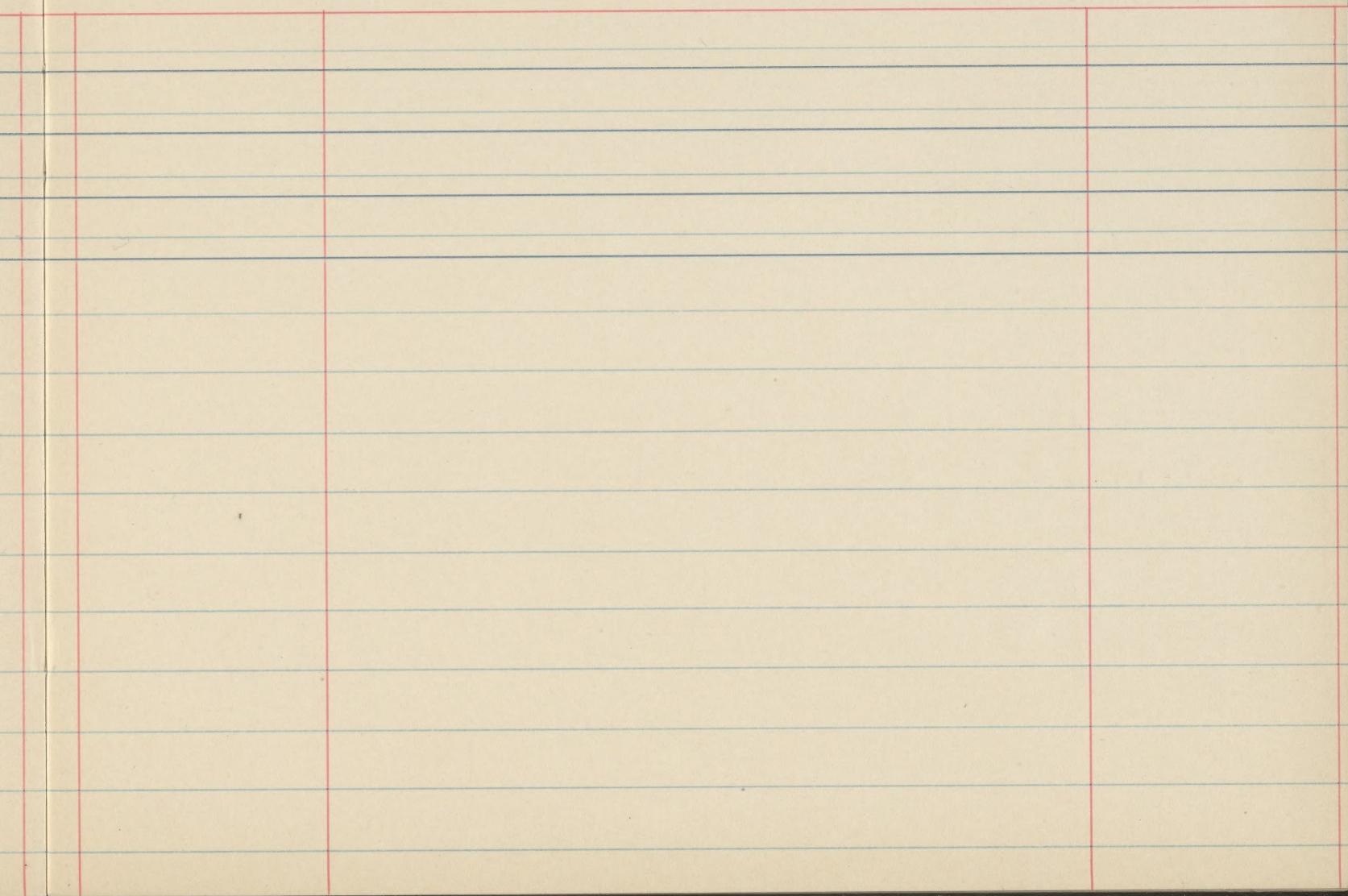
Annam Alexander conquered Persia Anima

Bagdad Blessed are the peacemakers Bengal

Canton Columbus discovered America Convoy

Dalton Declaration of Independence Detroit

Enrage Endeavor to excel in writing Engage



6
Fauna Freedom is worth defending Feature

Georgia Gratitude expands the heart Ganges

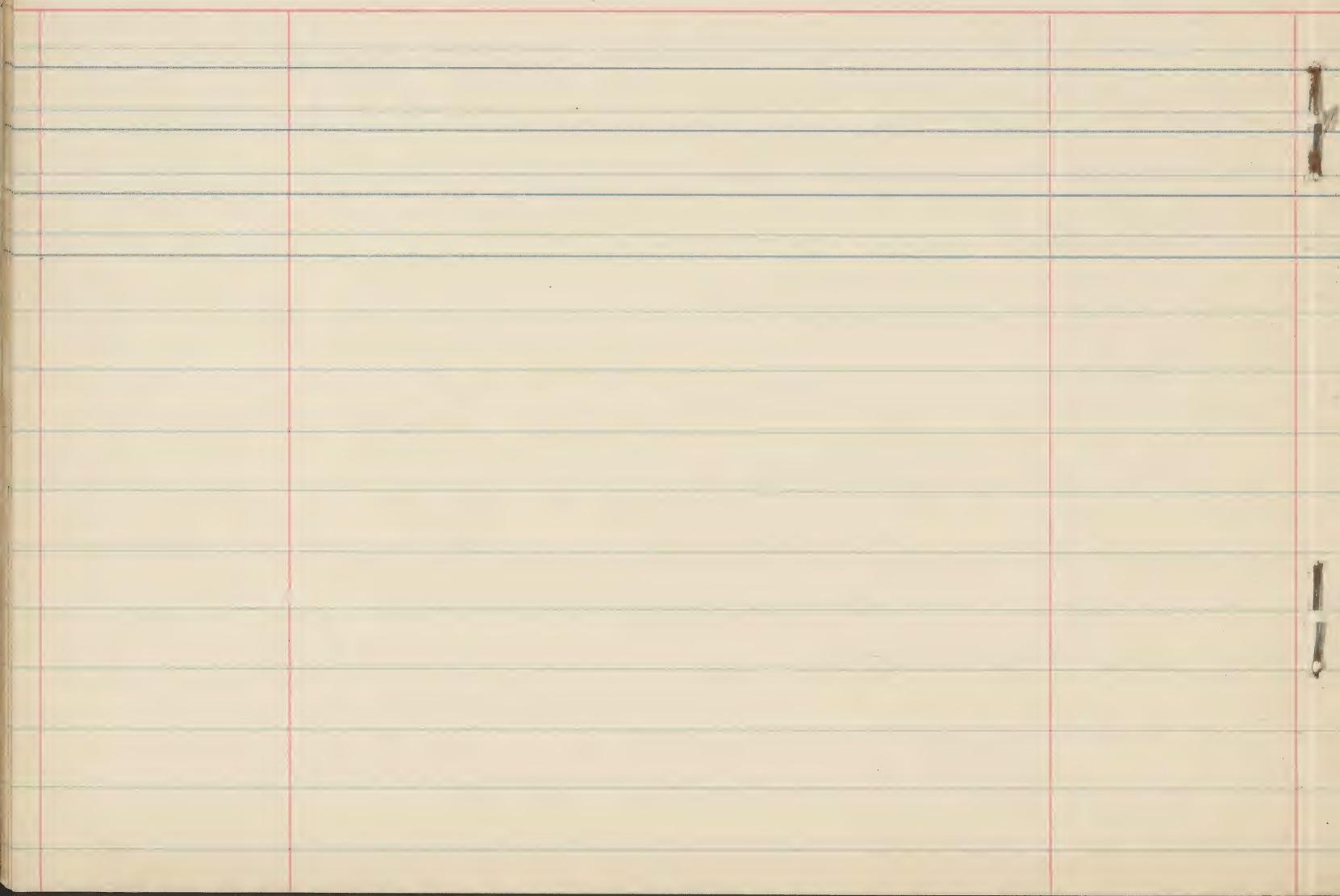
Heaven History of the United States Sumid

Jungle Foundation overflow. Japan

Kansas Keep the commandments Kazan

Saint Laurel Lead us not into temptation Lorenza

Mound Manage your own business Marion



Naples Nature is always admirable Nepaul

Oceana Order is Heaven's first law Octavia

Parma Perseverance conquers obstacles Prussia.

Quaint Questions easily answered Quarter

Russia Recreation relaxes the mind Reason

Sailing Savannah as it is in Georgia Sultan

Triton The wages of sin is death Trident

Undine Under the greenwood shade Undine

21

Vesper Vanity excites pity or dislike Vestal

Waving Washington our first president Waving

Xavier Youth and its illusions fade Xenia

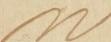
Zante Zanzibar a city in Africa Zurich



The letter *r* is made with right curve, left-and-right curve, straight line, lower turn and right curve. Length of straight line nearly one space.



The elements of *s* are a right curve, left-right-and-left curve, dot and a left-and-right curve. Dot one-sixth space above base line.



The letter *n* consists of left curve, upper turn, straight line, left curve, upper turn, straight line, lower turn, and right curve.



The letter *m* is the same as *n*, except that an additional left curve and straight line precedes the terminal line.



The letter *x* has the last three lines of *m* or *n* and a straight line made upward on slant of 40° bisecting first straight line.



The letter *v* has left curve, upper turn, straight line, lower turn, right curve, and right curve horizontal.



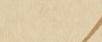
The letter *o* has left curve on connecting slant, left curve on main slant, right curve united to left at head line, and right curve horizontal.



The letter *a* is formed by left curve on 25° slant, left curve 35° slant, lower turn, right curve, forming pointed oval, straight line, lower turn and right curve.



The letter *t* has right curve, straight line with diminishing shade, lower turn, right curve and horizontal line one space in length, crossing letter at three-fourths its height, one-third on left and two-thirds on right of long straight line.



The letter *d* is precisely like *a*, except the straight line which is formed like that of *t*.



The letter *p* has right curve, straight line with increasing shade, left curve, upper turn, straight line, lower turn, and right curve. Do not retrace lines.



The letter *q* is formed like *a* except that the straight line is extended below base line, and the terminal line is a right-and-left curve.



The letter *h* is formed by joining the last three lines of *n* to the extended loop at bottom.



The letter *k* consists of the extended loop and a left curve, a turn, a right curve, straight line, lower turn and right curve.



The letter *l* is formed of the extended loop, a lower turn and terminal right curve.



The letter *b* is like the letter *l*, except that the third and fourth lines are like the last two lines of *w*.



The letter *j* is the extended loop inverted and reversed, preceded by a right curve ending with a dot the same as *i*.



The letter *y* is formed by the last three lines of *m* or *n* united to the inverted and reversed extended loop. It is the *h* inverted and reversed.



The letter *g* consists of the first three lines of *a*, *d* or *q*, added to the inverted and reversed extended loop.



The letter *z* is made with a right curve, upper turn, straight line, short left curve, long right curve, and long left curve.



The letter *f* is the extended loop with the addition of a left curve, lower turn, right curve uniting angularly with terminal right curve more nearly horizontal.

A B C D E F G H I K L M N
O P Q R S T U V W X Y Z &
a b c d e f g h i j k l m n o p q r s t u v w x y z.
1 2 3 4 5 6 7 8 9 0.

German Text.

H B E D E F G H I K L M N
O P Q R S T U V W X Y Z.
a b c d e f g h i j k l m n o p q r s t u v w x y z.

Church Text.

A B C D E F G H I K L M N
O P Q R S T U V W X Y Z &
a b c d e f g h i j k l m n o p q r s t u v w x y z.